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MONTHLY TECHNICAL PROGRESS REPORT

for the period

August 1 – August 31, 2008

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
August 2008**

TOAM: Elaine Chan
PM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on August 4.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on August 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on August 11.

Major Project Status Report was submitted to the TOAM on August 13.

The quarterly comprehensive statistical report for October 15, 2007 through July 31, 2008 was submitted to the TOAM on August 15.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 3,081 documents and edited 4,247 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
MCCORMICK & BAXTER CREOSOTING CO.
OAKLAND NAVAL SUPPLY CENTER
TREASURE ISLAND NAVAL STATION

The site assessment Librarian IV received 1.7 lft of new documents, and processed 9 new sites.

The site assessment Librarian IV performed quality assurance on 1 site file.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

45.7 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

5.1 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated August 14.

FRC Storage Report, updated August 14.

On-Site Storage Report, updated August 14.

Contracts On-Site Storage Report, August 1, 8, 15, and 20.

Staff checked 9.8 lft. of unindexed MEW Study Area and .9 lft. of unindexed San Gabriel Valley (Areas 1-4) documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 4,041 documents (106,249 pages) during August and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 5 SCAP accomplishment documents during August.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Nine Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

IRON KING MINE - HUMBOLDT SMELTER, OU 00 (SSID 09MX)
IRON MOUNTAIN MINE, OU 01 (SSID 0917)
J.H. BAXTER & CO, OU 01 (SSID 0974)
KOPPERS CO. INC. (OROVILLE PLANT), OU 00 (SSID 0943)
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS), OU 02 (SSID 09N1)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS), OU 04 (SSID 09N1)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)

Staff received 5 requests for cost package and/or contract documents, and provided 9 documents to EPA staff during August. Site-specific charges occurred for the following sites:

IRON MOUNTAIN MINE, OU 00 (SSID 0917)
J.H. BAXTER & CO, OU 01 (SSID 0974)
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)

The Cost Package Documentation Index was updated on August 1, 8, 15, and 20.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 3.8 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	01	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09ZZ	N/A	ACE FIREWORKS
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09MS	00	ALLOC ELECTROPLATING
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	02	ANACONDA COPPER CO (YERINGTON)

SSID	OU	SITE NAME
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
0983	01	APPLIED MATERIALS
09ZZ	N/A	AUTO WRECKING YD PROP
09JW	00	B.F. GOODRICH
09QV	00	BODIE STATE HISTORICAL PARK
09ZZ	N/A	BOEING NORTH AMERICAN INC
09ZZ	N/A	BREWER CHEM CORP EWA BEACH
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09L8	01	BURR-BROWN
091B	00	BYERS BOMB SITE
09ZZ	N/A	CAMP H M SMITH
09ZZ	N/A	CARLSON PROPERTY SITE
09R6	01	CARSON RIVER MERCURY SITE
09GW	01	CASMALIA HUNTER
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
09H3	00	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	DEPENDABLE REFRIGERATION
09P8	01	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09H6	01	EL TORO MARINE CORPS AIR STATION
09CH	00	FLEET INDUSTRIAL SUPPLY CENTER OAKLAND
094R	01	FRONTIER FERTILIZER
09ZZ	N/A	GARDENA BROWNFIELDS PILOT PROJECT (BROWNFIELDS)
09MV	00	GDOA MANGILAO PESTICIDE FACILITY
09ZZ	N/A	GILA RIVER INDIAN COMMUNITY AERO DYNE CORP (BROWNFIELDS)
09RK	00	GOLDOME
09ZZ	N/A	GUYAUX LANDFILL
09X6	00	HALACO ENGINEERING CO
09ZZ	N/A	HIGRADE CLEANERS
0909	04	HUGHES/TUCSON AIRPORT
09NB	00	INDUSTRIAL ZINC PLATERS INC.
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
09F6	01	JASCO CHEMICAL CORP
09RG	00	KILAUEA VOLCANO AIR MONITORING
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	02	LAVA CAP MINE
0975	00	LAWRENCE LIVERMORE LAB (USDOE)
0989	01	LORENTZ BARREL & DRUM CO
09PN	00	LOVELOCK MERCURY RESPONSE
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
09ZZ	N/A	MADERA MUNI ARPT

SSID	OU	SITE NAME
0965	01	MATHER AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	01	MC FARLAND STUDY AREA
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	00	MOFFETT NAVAL AIR STATION
09C7	01	MOFFETT NAVAL AIR STATION
09ZZ	N/A	MONTEBELLO CHAPIN RD (BROWNFIELDS)
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
0915	01	MOUNTAIN VIEW MOBILE HOME ESTATES
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09ZZ	N/A	NORTH FORK COMMUNITY DEVELOPMENT MILL SITE (BROWNFIELDS)
09ZZ	N/A	NORTH LAS VEGAS (BROWNFIELDS)
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09ZZ	N/A	PALACE CLEANERS
09MT	00	PALOMAR PLATING CO
091S	00	PEARL HARBOR NAVAL COMPLEX
09QW	00	PETALUMA MARSH
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
09ZZ	N/A	RALCCO RECYCLING COMPANY
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09FV	00	RICHMOND TOWNHOUSE APARTMENTS
09BY	01	RIO TINTO COPPER MINE
09PE	00	ROMIC EAST PALO ALTO
0979	00	SACRAMENTO ARMY DEPOT
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	SITE NAME
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M2	03	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	02	SELMA TREATING CO
09ZZ	N/A	SIGNAL HILL (BROWNFIELDS)
0942	01	SOUTH BAY ASBESTOS
09ZZ	N/A	SOUTHERN PACIFIC RAILROAD SAN LUIS OBISPO
09ZZ	N/A	SPADRA LDFL
09W6	00	SPARKS SOLVENT/FUEL SITE
09K2	01	SULPHUR BANK MERCURY MINE
09Q5	01	TRACY DEFENSE DEPOT
09ZZ	N/A	TREASURE ISL NAVAL STATION
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09L9	01	TUCSON AFP 44
096Y	01	TUCSON WEST CAP
099D	00	TUSTIN MARINE CORPS AIR STATION
09ZZ	N/A	VALLEJO OFFICE PARK
09ZZ	N/A	VARNI BROTHERS
09RH	00	WAIANAE PERC AND PCBS SITE
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09Q1	00	WILLIAMS AIR FORCE BASE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 89 requests for documents, performed 342 database searches in SDMS-C, and provided 447 documents for EPA staff and other requesters.

Twenty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on August 4 and August 1, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 7 FOIA requests totaling 8 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 6,755 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 546 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 22 requests for documents on CD-ROMs. 48,933 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PA	00	ABBOTT/TURKEY RUN MINE SITE
09ZZ	N/A	AC LABEL CO
09NV	00	ADVANCED PACKAGING & PRODUCTS
09ZZ	N/A	ANACONDA COPPER CO (TUCSON)
09C6	01	APACHE POWDER CO
09KC	00	ARCHIE GOH DEBRIS FIRE SITE
09JS	00	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09ZZ	N/A	BOEING NORTH AMERICAN INC
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09R6	00	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES
09ZZ	N/A	CHANDLER MUNICIPAL ARPT
09H3	01	CONCORD NAVAL WEAPONS STATION
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09Q6	01	FORT ORD
09H8	01	GBF & PITTSBURG DUMPS
09ZZ	N/A	GUYAUX LANDFILL

SSID	OU	SITE NAME
0909	04	HUGHES/TUCSON AIRPORT
0920	01	INDIAN BEND WASH NORTH
09GH	01	INDIAN BEND WASH NORTH
0917	01	IRON MOUNTAIN MINE, OU 00, SSID 0917
09ZZ	N/A	L&D LDFL
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
09X8	01	LORENTZ BARREL & DRUM CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	03	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
0915	01	MOUNTAIN VIEW MOBILE HOME ESTATES
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
09ZZ	N/A	PIMA CHANDLER IND PARK
09LX	00	PRESERVATION AVIATION
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09J8	01	SOLA OPTICAL USA, INC
0942	01	SOUTH BAY ASBESTOS
09ZZ	N/A	SOUTHWEST GREASE COMPANY
09K2	00	SULPHUR BANK MERCURY MINE
09M7	01	TRAVIS AIR FORCE BASE
096Y	01	TUCSON WEST CAP
09ZZ	N/A	VULTURE MINE
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Tucson International Airport Area, Air Force Plant 44 SDWA Order AR update 1 was compiled, copied, and sent to the repository on August 14.

On August 19 staff met with the TOAM, RPM Alana Lee, and Office of Regional Counsel (ORC) attorney Bethany Dreyfus to conduct the kick-off meeting for the MEW Study Area administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Two work-performed compilations were created or updated during August:
J.H. BAXTER & CO, OU 01 (SSID 0974)
OPERATING INDUSTRIES, INC., LANDFILL, OU 03 (SSID 0958)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:
CD-ROM format: 10 collections
Electronic files attached to E-mails: 63 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09GU	00	ANACONDA COPPER CO (YERINGTON)
09QV	00	BODIE STATE HISTORICAL PARK
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RK	00	GOLDOME
0909	04	HUGHES/TUCSON AIRPORT
0974	01	J.H. BAXTER & CO
09M6	00	MEW STUDY AREA
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L9	04	TUCSON AFP 44

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:
The PM held an all-hands staff meeting on August 27.
The PM held a Managers/Supervisors meeting on August 20.
The PM held a Scanning Department meeting on August 12.
The PM held a Cost Recovery Department meeting on August 12.
The RMS IV/Assistant Manager held a meeting with special projects staff on August 5.
The RMS IV/Circulation Department Supervisor held departmental meetings on August 12 and 21.
The RMS IV/Head Indexer held a departmental meeting on August 19.
The RMS IV/Computer Support Department Supervisor held a departmental meeting on August 20.

The PM continued to purchase supplies and/or equipment during August.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, the RMS IV/Head Indexer and Circulation Department Supervisor formed a workgroup, with the aim of promoting records management and making Records Center services more visible to EPA staff.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On August 5, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at the EPA's Richmond Labs.

An RMS IV assisted EPA staff person Svetlana Zenkin with technical problems relating to SDMS-C on August 6.

An RMS IV coordinated with EPA computer support contractor Steve Dunn to resolve problems with using JCIA in the Citrix environment. The problem was successfully resolved on August 13.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RMS IV/Assistant Manager and Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on August 21.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in September.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The RMS IV/Head Indexer interviewed candidates for the open Librarian IV position. The position is expected to be filled in September.

The RMS IV/Circulation Supervisor interviewed candidates for the open Records Aide/Box Storage Assistant. The position is expected to be filled in September.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 13 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 9 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
4,424	40.9 lft.	344.4 lft.

Inventories

Records Surveyed	Year to Date
24.4 lft.	271.5 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	582.6 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
47	4	0	0	13	0	0	7	71